

NASPNCLA INSTRUCTION 4100.4

Subj: HAZARDOUS MATERIAL CONTROL CENTER (HAZMART)

Ref: (a) OPNAVINST 4110.2
(b) OPNAVINST 5100.23D
(c) CNETINST 5100.5B
(d) NASPNCLAINST 5100.1J
(e) OPNAVINST 5090.1B

Encl: (1) List of Common Hazardous Materials
(2) Hazardous Material Not Ordered by or Stocked at HAZMART

1. Purpose. To establish procedures for purchasing, receiving, issuing, monitoring, and retrieving hazardous material. The objective is to perform these functions in a manner that protects both the environment and personnel handling hazardous items. This instruction also strives to provide information vital to establishing and maintaining a working relationship between the Hazardous Material Control Center (HAZMART) and participating Naval Air Station Pensacola departments and tenant commands.

2. Scope. This instruction applies to NAS Pensacola departments and tenant commands participating in the hazardous material control program operated by the NAS Pensacola Supply Department HAZMART office.

3. Background. References (a) through (e) outline policies and procedures governing management and handling of hazardous material. An effective hazardous material management program is extremely important as evidenced by the numerous heavy penalties that have been levied upon activities not in compliance with policy.

4. Policy. A known or suspected hazardous substance shall be handled in accordance with the label and Material Safety Data Sheet (MSDS) specifically for that material. Copies of MSDS's can be obtained from the NAS Pensacola Safety Office. Enclosure (1) is a list of the most commonly used hazardous materials aboard NAS Pensacola and stocked at the HAZMART. Enclosure (2) identifies hazardous material not ordered by or stocked at HAZMART. The NAS Pensacola Safety Office and HAZMART maintain a master Authorized Use List (AUL) for departments and tenant commands participating in the HAZMART program. The AUL specifies which hazardous materials have been approved for each participant. The NAS Pensacola Safety Office distributes AUL's to program participants initially and as changes occur. The HAZMART office will be the sole hazardous material stock point and procurement authority for NAS Pensacola departments and tenant commands participating in the hazardous material program. The HAZMART office maintains the Navy Emergency Planning and Community Right-to-Know-Act (EPCRA) system database for all hazardous materials controlled in the HAZMART program.

NASPNCLAINST 4100.4

5. Definitions

a. Hazardous Substance. Hazardous material or hazardous waste.

b. Hazardous Material. Any material which, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may pose substantial hazard to human health or the environment when released or spilled.

c. Hazardous Waste. Any discarded material (liquid, solid, or gaseous) that meets the definition of hazardous material and/or is designated as hazardous waste by the Environmental Protection Agency (EPA) or State Hazardous Material Control Agency. A container of a hazardous substance that is leaking is an example of hazardous waste.

d. Hazardous Material Control Center (HAZMART). A centralized procurement, receipt, distribution, and recovery point for hazardous material.

6. Procedures

a. A Memorandum of Understanding (MOU) will be signed by a HAZMART representative, the incoming department or tenant command, and the Supply Officer. The MOU outlines the rules and guidelines to be followed by each participating organization and the HAZMART.

b. All NAS Pensacola departments and tenant commands joining the HAZMART program will turn in all hazardous materials to Building 684. Upon entering the HAZMART program, participants will provide at least one person to assist HAZMART personnel in conducting a one time, initial inventory of the hazardous material to be turned into HAZMART.

c. Each item turned into HAZMART will be accompanied by a Material Safety Data Sheet (MSDS) if available. As required by reference (d), each program participant will keep on file a unique number identified to the MSDS for each manufacturer of a hazardous item on its AUL.

d. Each participating organization will submit a memorandum to the HAZMART office specifying at least two persons authorized to call in requirements and receive hazardous material. The participant will submit an updated list as personnel authorizations change.

e. Only authorized personnel designated in writing will be authorized to order and/or receive hazardous material listed on the AUL. The NAS Pensacola Safety Office can authorize or approve "one time" usage of material that is not on the requesting organization's AUL.

f. Material ordered by the participant will be delivered to a specified location or may be picked up at Building 684. Preparation of requisition documentation is not required.

g. The participant will receive a print out of issues made. The issues will be broken down by chargeable and cost avoidance (no charge) items.

h. All hazardous material issued to a participant will be returned the same day unless a Safety Office approved flammable storage cabinet and space for nonflammable hazardous material is on site. Material can be held for up to 2 weeks from date of issue. All issues are bar coded and tracked via the Hazardous Inventory Control System (HICS) to ensure material is returned within allowance time frames.

i. As material is received and issued, HAZMART will update the Navy EPCRA system database to reflect storage information. The NAS Pensacola Environment Office will collect this data annually during the first week in January. Individual participant usage data from HICS will also be collected at this time.

j. If HAZMART does not have the requested material or a suitable approved substitute, it will order the material if listed on the requesting organization's AUL or if authorized/approved by the NAS Pensacola Safety Office.

7. Hours of Operation. Normal hours of operation are Monday, Tuesday, Thursday and Friday from 0700 to 1500. The HAZMART office is closed on Wednesdays except for emergency issues only.

TIMOTHY THOMSON

Distribution:

B C
(NASPNCLAINST 5216.1R)

Stocked:

Commanding Officer
NAS Pensacola
190 Radford Blvd
Pensacola, FL 32508-5217

LIST OF COMMON HAZARDOUS MATERIALS

AFFF FORM
SEALANT
ISOPROPYL ALCOHOL
BATTERY WATER
DISINFECTANT
CLEANING COMPOUND
SILICONE COMPOUND
FLOOR POLISH AND REMOVER
DETERGENT
STAIN
PAINT

THINNER
CORROSION PREVENTIVE COMPOUND
EPOXY POLYAMIDE COATING
HYDRAULIC FLUID
AEROSOL PAINTS
ANTIFREEZE
GREASE
BRAKE FLUID
OIL LUBRICATING

Enclosure (1)
NASPNCLAINST 4100.4

HAZARDOUS MATERIAL NOT ORDERED OR STOCKED BY HAZMART

Due to their special ordering requirements or unique characteristics, the following items are not ordered by or stocked at the HAZMART office:

COMPRESSED GASSES	CEMENT
PESTICIDES	FREON
PROPANE	MERCURY
ASPHALT	INSECTICIDES
FERTILIZER	DENTAL/MEDICAL SUPPLIES
(HALON, CO2, ETC)	

Departments and tenant commands requiring these products may order them without contacting the HAZMART office. However, the NAS Pensacola Safety Officer must approve the purchase of any of these items not listed on an activity's AUL.

Enclosure (2)